

Role Details

Job Title	Assistant Team Leader
Reports to	Trainee Registered Manager Quality & Contracts Manager Senior Registered Manager
Job Overview	- To support the direction, guidance, mentorship of the care team through nurturing and leading by example - To ensure that the care provided is in accordance with current best practices and guidelines, is person centred and reflects the Acorn ethos - Facilitating ongoing training and educational opportunities for the team - Active promotion of independence and inclusion for residents ensuring opportunities are given to make choices - Support individualised, high quality person-centred care - Be caring and empathic - Be a self-motivated individual with a mature outlook - Follow CQC guidelines, Acorn Policies & Procedures and Health & Safety Policies
Location	Acorn Village site but you may be required to work in other locations outside of the main site in the local vicinity
Working Hours	- Flexibility is required across the working week which will be discussed at interview - Full time

Responsibilities and Duties of the Job

Role Specific Duties	The Assistant Team Leader will: - Set and maintain the highest standards of personal and social care for all living within the home - Promote a caring and proactive environment through high standards of professional practice and by supporting the team to meet the physical, social, intellectual, cultural and spiritual needs of every resident - Provide professional leadership, guidance, mentorship and supervision to the Care Support Workers; Ensure that all training requirements are fulfilled, promote independent thinking, promote inclusion and act as a role model i.e. lead by example - Encourage personal development by empowering and motivating staff - Motivate the team to achieve the Organisational aims and objectives - Support the Senior Care Team by ensuring an open culture to report any events or circumstances that adversely affect the wellbeing of the residents in accordance with safeguarding practice - Promote and implement a culture of meaningful learning from mistakes, poor practice and complaints and being open to observations from other team members, families and residents - Create a pleasant, healthy and motivating working environment and atmosphere that inspires the team - Create/maintain Resident Care Plans by ensuring the involvement of the resident in identifying needs and preferences, undertaking risk assessments and completion of all associated documentation e.g. Strengths & Needs/PRN Protocols by utilising the Electronic Care Planning system Carebeans - Champion effective infection control - Challenge poor practice
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	• Maintain confidentiality in all respects i.e. staff, residents, professional bodies • Continually evaluate the needs of the residents and reflect changes by updating documentation ensuring information is effectively disseminated throughout the team • Oversee and co-ordinate all aspects of the day to day needs of the home, residents and staff • Complete rotas to a high standard ensuring suitable levels of skill mix are achieved, co-ordinate holiday leave ensuring sufficient staffing during the same. Deal with short notice absentees ensuring prompt cover is in place • Induction of new staff ensuring month one, two and three appraisals are undertaken appropriately • Oversee the medication administration processes, ensuring robust auditing procedures, reporting of errors and identification of training needs and competencies • Undertake return to work interviews, liaising with Human Resources as needed • Monitor the quality of the care and support being provided, ensuring high standards of professional practice whilst achieving compliance with all external regulatory standards • Undertake regular staff supervisions and appraisals ensuring that the aims and objectives of the individual and that of the Organisation are implemented • Promote health and wellbeing whilst recognising and reporting situations where there might be a need for protection • Any additional duties as required by the Senior Management Team • Promote and support other staff to understand the organisational aims and objectives, it's values and culture. • Act as an ambassador for the charity and encourage others to do so. • Adhere to GDPR regulations • Adhere to and follow all Policies & Procedures • Undertake an element of on-call as required by the Senior Management Team
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Person Specification

Value	Detail
Organisational fit:	• Passion for making a difference to the lives of adults with a learning disability • Committed to supporting the value and ethos of Acorn Village by following life is for living and people first, disability second • Dedicated to a person centred approach ensuring that each service user is at the centre of everything
Dignity & respect	• Be able to treat everyone with dignity and respect and practice this in line with the Equality Act 2010 • Have the ability to listen, consider and communicate in an open, accurate and clear way • Understand confidentiality of personal information, promoting services users rights about choice and how they should be supported • Have respect for Service Users, their families and their environments at all times
Learning/Development	• Be committed to learning and development • Be self-aware and be willing to reflect on own practice and how this can be improved • Honest and transparent with the courage to speak up if something is wrong • Ability to support and develop service users, colleagues and others • Dedicated to delivering support to Service Users in a person-centred manner where each Service User is at the centre of everything

	• Supports others in a warm, kind empathetic and reliable manner with integrity and professionalism • Can respond calmly to events and is able to support Service Users with positive risk taking, whilst communicating the consequences of those risks with others • Willing to share know and best practice • Contribute to new ideas and suggestions for better outcomes • Take personal responsibility; understand professional boundaries • Has the courage to raise concerns around practice that could impact the outcomes for Service Users
Teamwork	• Ability to work with colleagues to enable, empower, encourage each other and service users to be themselves • Ability to form professional relationships, commit to achieving goals and objectives • Ability to communicate effectively • Ability to prioritise and understand other people's priorities whilst respecting choices with the ability to adapt to suit individual needs and situations • Willingness to develop professional relationships with other professionals and agencies to gain further information and support
Education Qualifications Experience	• A good standard of education • Good English skills, written and verbal • Preferably qualified or working towards to level 3 in Health & Social Care • Minimum of 1 year experience in a similar or supervisory/managerial role managing a team • Previous experience of working in a similar environment is desirable • Previous experience of working in a similar role is desirable • Experience of working with people, particularly those that have special needs is desirable
Personal Qualities	• Empathic • Kind • Reliable • Punctual • Honest • Motivated • Committed • Friendly • Emotionally resilient • Calm, positive and approachable manner • A positive and proactive approach to new ideas and tasks • Good team player who is willing to support and help others • Highly organised • Seek opportunities for self-development • Enthusiastic • Trustworthy

Signed _____

Name _____

Date _____

Acorn Village is committed to safeguarding and promoting the welfare of adults at risk and expects all staff to share this commitment.

Acorn Villages is an equal opportunities employer and welcomes applications from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.